

SECRET

00/559-2287

Approved For Release 2001/04/05 : CIA-RDP81-00261R000600030074-6

MEMORANDUM FOR: Office of the General Counsel  
Chief, Audit Staff  
Chief, Commercial Staff  
Chief, Management Staff  
Chief, Medical Staff  
Director of Communications  
Comptroller  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : Approving Officers 25X1A

REFERENCE : [REDACTED]

1. A review of the current <sup>a method</sup> ~~method~~ of designating Approving Officers indicates that ~~revised procedure is called for in order~~ <sup>needed</sup> to prevent unsound practices from developing. The fundamental principle underlying the approval of financial transactions is that this function is a supervisory responsibility and will only be performed ~~relative~~ <sup>in relation</sup> to personnel or activities under the supervision and direction of the Approving Officer.

2. In accordance with referenced regulation, it will be the policy of this office to ~~limit~~ <sup>only to</sup> designations of Approving Officers to Staff and Office Chiefs and Directors and their Deputies, Chiefs of Divisions and their Deputies and Chiefs of Administration of Staffs and Offices. ~~The last~~ shall only approve financial transactions pertaining to personnel or activities under their direct supervision, or such other general administrative-type transactions as may be formally placed under their technical responsibility by the Chief or Director of the Staff or Office concerned.

*Chiefs of Admin + their Deputies*

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3. It is requested that each ~~Chief or Director of each Staff or Office~~ submit, in memorandum form, a revised listing by name and title of those officials within their components whom they wish to have designated as Approving Officers. The memorandum should be addressed to the Chief, Finance Division and/or to the Chief, Fiscal Division, be signed by the Chief or Deputy Chief of the Staff or Office concerned and should include the signature of each nominee. The memorandum ~~will~~ be routed to the Executive Assistant ~~for~~ the ~~Deputy~~ Director of (Support), [REDACTED] for approval and forwarding to the Chief, Finance Division and/or Chief, Fiscal Division as appropriate. Additions and deletions to this revised list, ~~desired in the future~~, will be handled similarly.

25X1A

4. Existing designations inconsistent with the above are rescinded.

H. GATES LLOYD  
Acting Deputy Director  
(Support)

~~SECRET~~

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

*Copy*

**FROM:**  
 Finance Division  
 Operations and Liaison Branch  
 200 Alcott Hall, X-3550

NO.

DATE

**TO:** (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/O&L  
200 Alcott Hall

28 Apr  
59

4/28

/s/  
JHS

2.

3.

AC/FD  
1036 Alcott Hall

4/29

/s/  
REW

4.

5.

Comptroller  
1039 Alcott Hall

4/29

/s/  
RHF

6.

7.

A-DD/S  
125 East Bldg. 25X1A

29 Apr  
59

7 May  
59

/s/  
HGL/p

8.

Att. [REDACTED]

9.

25X1A  
Mr. [REDACTED]  
2127 "I" Bldg.

10.

11.

12.

13.

14.

15.

25X1A  
 3 to 7: The attached is in accordance with [REDACTED] tele-  
 phone conversation of several days ago. 25X1A  
 /s/ [REDACTED]

X-2295

*Denney* 5/13/59  
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*All copies of the original  
memo from Finance have been  
destroyed.*

*Please suspend these offices  
for 29 May 1959.*  
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*Barbara*

*Maxie*  
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## ROUTING AND RECORD SHEET

CWO 4-3950

SUBJECT: (Optional)

FROM:

Finance Division  
Operations and Liaison Branch  
200 Alcott Hall, X-3550

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/O&L  
200 Alcott Hall

23 APR 59

4/28

JH

2.

3.

AC/FD  
1036 Alcott Hall

4/29

RCL

4.

5.

Comptroller  
1039 Alcott Hall

29 Apr

RHF

6.

7.

A/DDS  
125 East Building

29 Apr 59

7 May 59

JGL/p

8.

Att

[REDACTED] 25X1A

9.

Mr. [REDACTED]  
2127 "I" Bldg.

10.

11.

12.

13.

14.

15.

3-7. The Attached  
is in accordance

25X1A

with [REDACTED]  
Telephone Communication  
3 several days ago.

25X1A

X 2-95

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CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		INITIALS		DATE
1	Acting Deputy Director (Support)				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks: I agree that this is an improvement in the wording of the message, and recommend that it be released as changed.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
SSA-DD/S, 2129, I - [REDACTED]					5/8/59
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